2014-2015 Nebraska Public Libraries Survey
Survey Submission Deadline: February 19th, 2016
NOTE: *Prefilled Questions* are highlighted in red
Changes to the survey are highlighted

1.0 General Data

1.1	Legal Name of Library	
1.2	Street Address	
1.3	Mailing Address	
1.4	City	
1.5	5-digit Zip code	
1.6	County	
1.7	Library Telephone Number (enter as 402-123-4567)	
1.8	Library Fax Number (enter as 308-123-4567)	
1.9	Web Address of Library (URL)	
1.10	Library Director's Email Address	
1.11	Regional Library System	
1.12	Local Population (2014 Official Census Estimate)	
1.13	Population of Legal Service Area	
1.14	Type of Board	
1.15	How often does the library board meet?	
1.16	Length of term (Years)	
1.17	Does the library have an active Friends Group?	
1.18	Does the library have an active Foundation?	

2.0 Library Facility (Central Library, Branches, and Bookmobiles)

2.1	Number of branch libraries	
2.2	Number of bookmobiles	
2.3	Year current library facility was built	
2.4	Year of latest addition/major renovation	
2.5	Is this facility handicapped accessible?	
2.6	Is the library board or foundation board currently working on a building plan or project?	
2.7	Is there currently an active fundraising campaign for a new or renovated library building?	
2.8	Is a new library construction or renovation project currently underway in your community?	
2.9	If a new library construction or renovation project is currently underway in your community, what is the projected completion date?	
The following questions refer to outlet data and most of these fields cannot be altered. Questions 2.18-2.21 and 2.24-2.30 are locked; if you need to make a notation, do so using the State Notepad.		
2.10	FSCS ID	
2.11	LIB ID	
2.12	Name	
2.13	Street Address	

2.14	City	
2.15	5-digit Zip code	
2.16	County of the Outlet	
2.17	Phone	
2.18	Outlet Type Code	
2.19	Metropolitan Status Code	
2.20	Library Building(s) square footage	
2.21	Number of Bookmobiles in the Bookmobile Outlet Record	
2.22	~~Actual~~ hHours open for public service **per year** for each outlet, including central units, branches, and bookmobiles. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.	
2.23	Number of ~~actual~~ weeks per year each library outlet is open. For each bookmobile, count only the weeks during which the bookmobile is open to the public. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. **Do not** calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down	
2.24	Legal Basis Code	
2.25	Administrative Structure Code	
2.26	Geographic Code	
2.27	FSCS Public Library Definition	
2.28	Interlibrary Relationship Code	
2.29	Legal Service Area Boundary Change	
2.30	Number of Central Libraries	
Remove Group	**Add Group (2.10 to 2.30) for each branch or bookmobile**	
2.31	Public Service Hours Per Year (sum of all outlets - 2.22)	

3.0 Library Finance

3.1	Start date of Fiscal year	
3.2	End date of Fiscal year	

Revenue (Income)

Local Government Operating Revenue: This includes all local government funds, designated by the community, district, or region and available for expenditure by the public library. **If the city, township, or county, pays some of the library expenses directly (e.g., salaries, utilities, insurance, grounds maintenance, etc.)** *on behalf* **of the library, these amounts should also be reported here.** Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

3.3	City or Village Revenue	
Please list all **Townships** that *contribute funds to your library's operation*		

3.4	Township Name *(if contributes funds for the library)*	
3.5	Township Revenue Amount	
	Remove Group Add Group	
Please list all **Counties** that contribute funds to your library's operation		
3.6	County Name (if contributes funds for the library)	
3.7	County Revenue Amount	
	Remove Group Add Group	
3.8	Other Local Government Revenue - Description	
3.9	Other Local Government Revenue - Amount	
	Remove Group Add Group	
3.10	Total Local Government Revenue (3.3 + 3.5 + 3.7 + 3.9):	

State Government Revenue: These are all funds distributed to public libraries by Nebraska state government for expenditure by the public libraries. This does not include federal money distributed by the state. This does include funds received as Library State aid.

3.11	Library State Aid	
3.12	NLC Youth grant	
3.13	NLC Continuing Education/Training Grant	
3.14	Other State Government Revenue	
3.15	Total State Government Revenue (3.11 + 3.12 + 3.13 + 3.14):	

Federal Government Revenue: This includes all federal government funds distributed to public libraries, including federal money distributed by the Library Commission as Library Improvement grants.

3.16	Federal Library Improvement Grant	
3.17	Other Federal grant source	
3.18	Other Federal grant amount	
	Remove Group Add Group	
3.19	Total Federal Government Revenue (3.16 + 3.18):	

Other Revenue: This is all operating revenue other than that reported under local, state, and federal operating revenue. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

3.20	Lender Compensation (paid by the Nebraska Library Commission)	
3.21	Regional Library System Grant(s)	
3.22	Other (specify source)	
3.23	Other Amount	
	Remove Group Add Group	
3.24	Total Other Revenue (3.20 + 3.21 + 3.23):	
3.25	Total Operating Revenue (3.10 + 3.15 + 3.19 + 3.24):	

Capital Revenue

Report all revenue to be used for major capital expenditures.

Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) other one-time major projects.

Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. **Exclude** income passed through to

another agency (e.g., foundations), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

3.26	Local Government Capital Revenue	
3.27	State Government Capital Revenue	
3.28	Federal Government Capital Revenue	
3.29	Other Capital Revenue	
3.30	Total Capital Revenue (3.26 + 3.27 + 3.28 + 3.29)	

Non-resident Fees

3.31	Does the library charge a non-resident fee? (Do not include fees charged for NebrasKard)	
3.32	If yes, who is charged for service?	
If yes, what is the annual fee?		
3.33	Individual	
3.34	Household	
3.35	Number of non-resident cards issued this year	

Expenditures

Operating Expenditures: Operating Expenditures: Report current and recurrent costs necessary to support library services. Significant costs, especially benefits and salaries that are paid by other taxing agencies (government agencies with the authority to levy taxes) *on behalf* of the library should be included. **Please do not report capital expenditures under this category**.

3.36	Salaries and Wages	
3.37	Employee Benefits *(including Social Security and FICA)*	
3.38	Total Staff Expenditures (3.36 + 3.37):	
Please indicate which of the following benefits listed are provided to the **library director**		
3.39	Health Insurance	
3.40	Life Insurance	
3.41	Unemployment Compensation	
3.42	Sick Leave	
3.43	Vacation Leave	
3.44	Retirement Plan	
3.45	Family Leave	
3.46	Travel To Meetings, Conferences	
3.47	Professional Memberships (NLA, ALA, Etc.)	
3.48	Continuing Education Workshops	
3.49	Other (Please Specify)	

Collection Expenditures: This includes all operating expenditures from the library budget for materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees paid for interlibrary loans and expenditures made for document delivery.

3.50	Library Materials in Print Format	
3.51	Library Materials in Electronic Format (such as OverDrive and database/electronic collection expenditures)	

3.52	Other Materials (includes audio and video physical units—Playaways, CD's, and DVD's)	
3.53	Total Collection Expenditures (3.50 + 3.51 + 3.52)	

Other Operating Expenditures

3.54	Facility	
3.55	Utilities	
3.56	Office supplies	
3.57	Postage	
3.58	Telephone	
3.59	Insurance	
3.60	Contracts-for-services	
3.61	Computer hardware, accessories, and software	
3.62	Electronic access (include online OPAC fees here)	
3.63	Continuing Education	
3.64	Miscellaneous	
3.65	Total Other Operating Expenditures (3.54 + 3.55 + 3.56 + 3.57 + 3.58 + 3.59 + 3.60 + 3.61 + 3.62 + 3.63 + 3.64):	
3.66	Total Operating Expenditures (3.38 + 3.53 + 3.65)	
3.67	Total Capital Expenditures	

4.0 Library Collections

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #3.50, #3.51, and #3.52). Under this category, report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

Books (Print Format): REPORT ONLY BOOKS IN PRINT. DO NOT INCLUDE SERIAL BACK FILES IN PRINT.

4.1	Number of books held at end of previous fiscal year	
4.2	Number of books added during year (+)	
4.3	Number of books withdrawn during year (-)	
4.4	Books held at end of current year (4.1 + 4.2 - 4.3):	

Electronic Books (E-Books): E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit. Please **exclude** public domain / uncopyrighted e-books that have unlimited access (e.g., Project Gutenberg).

Report the number of units. Report only items the library has selected as part of the collection With the definition change, this data element now also includes E-books in the library's collection that are not catalogued or made accessible through the OPAC.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

4.5	Number of E-books held ~~at end of previous fiscal year~~ as part of the Nebraska OverDrive Libraries Group (shared collection)	
4.6	~~Number added during year (+)~~ Number of E-books held as part of other consortia (shared collection)	
4.7	~~Number withdrawn during year (-)~~ Number of E-books held locally by the library (not part of a shared collection)	
4.8	E-Books held at end of current year (4.5 + 4.6 ~~–~~ + 4.7):	

Audio – Physical units: These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

4.9	Number of audio physical units held at end of previous fiscal year	
4.10	Number of audio physical units added during year (+)	
4.11	Number of audio physical units withdrawn during year (-)	
4.12	Audio physical units held at end of current year (4.9 + 4.10 – 4.11):	

Audio – Downloadable Units: These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of units. Report only items the library has selected as part of the collection.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

4.13	Number of Audio Downloadable titles held ~~at end of previous fiscal year~~ as part of the Nebraska OverDrive Libraries Group (shared collection)	
4.14	~~Number added during year (+)~~ Number of Audio Downloadable titles held as part of other consortia (shared collection)	
4.15	~~Number withdrawn during year (-)~~ Number of Audio Downloadable titles held locally by the library (not part of a shared collection)	
4.16	Audio downloadable titles held at end of current year (4.13 + 4.14 ~~–~~ + 4.15):	

Video – Physical units: These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

4.17	Number of video physical units held at end of previous fiscal year	
4.18	Number of video physical units added during year (+)	
4.19	Number of video physical units withdrawn during year (-)	
4.20	Video physical units held at end of current year (4.17 + 4.18 – 4.19):	

Video – Downloadable Units: These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.

Report the number of units. Report only items the library has selected as part of the collection.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

4.21	Number of video downloadable titles held ~~at end of previous fiscal year~~ as part of consortia (shared collection)	
4.22	~~Number withdrawn during year (-)~~ Number of video downloadable titles held locally by the library (not part of a shared collection)	
4.23	Video downloadable titles held at end of current year (4.21 + 4.22 ~~– 4.23~~):	

~~**Electronic Databases**: Report the number of databases for which temporary or permanent access rights has been acquired.~~

~~A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via the Internet. Include such services as EBSCO Host, WilsonWeb, FirstSearch, etc.~~

~~Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library (directly or through a cooperative agreement within the state or region), or acquired by formal agreement with the State Library. Each licensed database product is counted individually even if access to several licensed database products is supported through the same vendor interface (e.g., ProQuest, OCLC FirstSearch). If the library catalog is available electronically, this constitutes one (1) database.~~

~~4.25~~	~~Number databases held at end of previous fiscal year~~	
~~4.26~~	~~Number added during year (+)~~	
~~4.27~~	~~Number withdrawn during year (-)~~	
~~4.28~~	~~Databases held at end of current year (4.25+ 4.26 – 4.27):~~	

Print Serials *Subscriptions:* Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

4.~~29~~24	Number ~~of~~ print serials subscriptions held at end of previous fiscal year	
4.~~30~~25	Number of print serials subscriptions added during year (+)	
4.~~31~~26	Number of print serials subscriptions withdrawn during year (-)	
4.~~32~~27	Print Serial Subscriptions held at end of current year (4.2~~9~~4 + 4.~~30~~25 - 4.~~31~~26):	

Other Materials: Include here other materials in the library's collection, not already counted. This could include pamphlets, framed art, sculpture, cake pans, patterns, or any other items the library circulates to the public.

4.~~33~~28	Description of Other Materials	
4.~~34~~29	Number of other materials held at end of previous fiscal year	
4.~~35~~30	Number of other materials added during year (+)	
4.~~36~~31	Number of other materials withdrawn during year (-)	
4.~~37~~32	Other Materials held at end of current year (4.29 + 4.30 - 4.31):	

Total Collection:

4.~~38~~33	Total materials held at end of previous fiscal year (4.1 + 4.9 + 4.17 + 4.24 + 4.29)	
4.~~39~~34	Total materials added during year (4.2 + 4.10 + 4.18 + 4.25 + 4.30)	
4.~~40~~35	Total materials withdrawn during year (4.3 + 4.11 + 4.19 + 4.26 + 4.31)	
4.~~41~~36	Total materials held at end of current year (4.4 + 4.8 + 4.12 + 4.16 + 4.20 + 4.~~24~~23 + 4.~~28~~27 + 4.32)	

5.0 Library Services

5.1	Number of registered borrowers	
5.2	Annual Library Visits	
5.3	Annual Reference Transactions	
5.4	Annual Uses of Public Internet Computers	
5.5	Circulation of Adult Materials (excluding downloadable materials)	
5.6	Circulation of Adult Downloadable Materials (Such as OverDrive ebooks & digital audio or video material)	
5.7	Total Annual Circulation of Adult Materials (5.5 + 5.6)	
5.8	Circulation of Children's Materials (excluding downloadable materials)	
5.9	Circulation of Children's Downloadable Materials (Such as OverDrive ebooks & digital audio or video material)	
5.10	Total Annual Circulation of Children's Materials (5.8 + 5.9)	
5.11	Total annual circulation (5.7 + 5.10)	
5.12	Circulation of Electronic Materials (5.6 + 5.9)	
5.13	Total library materials loaned to other libraries	
5.14	Total library materials borrowed from other libraries	
5.15	Number of NebrasKard registrations issued in this fiscal year	
~~5.16~~	~~Regular hours open per week~~	
~~5.17~~	~~Weeks open regular hours~~	

~~5.18~~	~~Total regular hours open per year (5.16 x 5.17)~~	
~~5.19~~	~~Hours open per week in summer months (only if different)~~	
~~5.20~~	~~Weeks open in summer~~	
~~5.21~~	~~Total annual summer hours open (5.19 x 5.20)~~	
~~5.22~~	~~Total hours open per year (5.18 + 5.21)~~	

Children's Programs: A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

~~Note: *Output Measures for Public Library Services to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.~~

Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (*Services and Resources for Children and Young Adults in Public Libraries* [August 1995, NCES 95357]) defines children as persons age 11 years and under.

5.~~23~~16	Number of Children's Programs	
5.~~24~~17	Average attendance at Children's programs	
5.~~25~~18	TOTAL Children's Program Attendance (5.~~23~~16 x 5.~~24~~17):	

Early Literacy Programs for Children

5.~~26~~19	Do any of the children's programs reported above focus on early learning and literacy for children from the ages of birth to 5 (Pre-K)?	
5.~~27~~20	Number of early learning and literacy Pre-K programs	
5.~~28~~21	Average attendance at early learning and literacy Pre-K programs	
5.~~29~~22	TOTAL Early Literacy Program Attendance (5.20 x 5.21)	

Young Adult Programs: A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

~~The National Center for Education Statistics (NCES): Children and Young Adults Defined (*Services and Resources for Children and Young Adults in Public Libraries*, August 1995, NCES 95357) and The Young Adult Library Services Association (YALSA) defines young adults as age 12-18.~~

Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds.

5.~~26~~23	Number of Young Adult Programs	

5.~~27~~24	Average attendance at Young Adult programs	
5.~~28~~25	TOTAL Young Adult Program Attendance (5.~~26~~23 x 5.~~27~~24):	
Adult Programs		
5.~~29~~26	Number of Adult Programs	
5.~~30~~27	Average Attendance at Adult programs	
5.~~31~~28	TOTAL Adult Program Attendance (5.~~29~~26 x 5.~~30~~27):	
5.~~32~~29	TOTAL Number of Library Programs (~~5.23 + 5.26 + 5.29~~ 5.16 + 5.23 + 5.26)	
5.~~33~~30	TOTAL Attendance at All Library Programs (~~5.25 + 5.28 + 5.31~~ 5.18 + 5.25 + 5.28):	
Summer Reading Programs: Please include the attendance at summer reading programs in the general program attendance counts above as well as the summer reading program counts below.		
5.31	Did the library have a summer reading program for children?	
5.32	If yes, how many children registered for the program?	
5.33	If yes, how many children completed the program?	
5.34	Did the library have a summer reading program for young adults?	
5.35	If yes, how many young adults registered for the program?	
5.36	If yes, how many young adults completed the program?	
5.37	Did the library have a summer reading program for adults?	
5.38	If yes, how many adults registered for the program?	
5.39	If yes, how many adults completed the program?	

6.0 Library Technology

6.1	Name of Automation Software/Integrated Library System (ILS)	
6.2	Number of OPAC computers	
6.3	URL of OPAC if Web accessible	
6.4	Public Internet Access Provided?	
6.5	Number of Internet computers used by the public	
6.6	Name of Internet Filtering Software used (if applicable) *Please note: we are asking here about software used to block certain web sites from displaying,* **not** *anti-virus or anti-spyware programs*.	
6.7	Internet Service Provider	
6.8	Type of Primary Internet Connection.	
6.9	Wireless Internet access available for patrons?	
6.10	Number of Wireless Internet sessions/logins provided by the library annually.	
6.11	Maximum download speed of main Internet Connection	
Electronic Collections (Databases): Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the Nebraska Library Commission. Do not include electronic collections that are provided by third parties and freely linked to on the web. **Electronic Collections do not have a circulation period**, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted by the library.		

	Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.	
6.12	Number of licensed electronic collections/databases funded locally or through other cooperative agreements	

Description and Use of Locally Funded Electronic Collections/Databases: Description and Use of Electronic Collections: We would like to know which electronic collections/databases the library provides (not including *NebraskAccess*), and the number of annual uses. This is a two part question: You first add a description of the electronic collection in number 6.13 (e.g. Zinio, Freegal, Mango Languages, etc.), and then report the number of annual uses in number 6.14. Count each item downloaded or each session as a "use". *Do not count searches as uses*.

Note: If the data for the number of uses (6.14) is unavailable, please enter the name of the electronic collection in 6.13, and enter 0 in 6.14 for number of uses.

Repeating Group Tip: You can add as many groups of the same questions as needed. You can add another group of questions by clicking Add Group. ***In order to correctly save each group, you must first add a blank group, fill out the data for that group, and click Save before adding subsequent groups.*** When you add groups, it is possible that the section will be split into two parts. If you have blank or unwanted groups of questions, you can click Remove Group to delete the extra response boxes. However, even if the question does not apply to your library (you do not have any electronic collections), at least one group must be completed with "N/A" in each data entry box.

6.13	Name or description of each locally funded electronic collection/database	
6.14	*(Optional)* - Number of annual uses of locally funded electronic collection/database (if this number is not available, enter 0 but still enter the name/description in question number 6.13)	
	Remove Group Add Group	
6.15	Total annual uses of locally funded electronic collections (Sum of all 6.14)	
6.1316	Number of licensed electronic collections/databases funded by the Nebraska Library Commission	19
6.1417	Total Licensed Databases (6.12 + 6.136)	

Virtual Library Visits: Unique visitors is the number of inferred individual people as determined by IP address (filtered for spiders and robots), within a designated reporting timeframe (***each day***), with activity consisting of one or more visits to a site. Each individual is counted only once in the unique visitor measure for the reporting period, in this case, ***each day***. The number of annual virtual visits can be calculated by summing the number of unique visitors each day for a one month time period. You may also report an annual figure based on a "typical week" (see definition below). Multiply by 52 weeks for an estimated annual total. A "typical week" is a week that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

6.18	Total annual number of virtual visitors to library's website (if this number is not available, enter 0)	

7.0 Staffing

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. **Please note: this is not a measure of individuals, but of *Full-Time Equivalents (FTE)*.** To ensure comparable data, 40 hours per week has been set as the measure of full-time employmentequivalents (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs. If you work 25 hours each week, your FTE would be 25 ÷ 40 = .625.

7.1	Total ALA-MLS (Librarians with master's degrees from an ALA-sponsored program) in Full-Time Equivalents	
7.2	Total Librarians (All persons with the title "librarian," including ALA-MLS librarians) in Full-Time Equivalents	
7.3	All Other Paid Staff in Full-Time Equivalents	
7.4	Total Paid Employees (7.2 + 7.3): in Full-Time Equivalents	
Please provide the following information about the director position for your library:		
7.5	Job Title	
7.6	Hourly Wage	
Volunteer Information		
7.7	Total number of volunteers	
7.8	Estimate the number of total volunteer hours per week	

8.0 Narrative Section

8.1	The Nebraska Library Commission wants to know how your library is making a difference in your community. Please describe major successes and challenges from the past year. Include information about significant programs, people, services and events, and information. Thanks! *(Please note, there is a 4000 character limit within the State Note field.)*	

9.0 Certification

I hereby certify that the information in this report is accurate and complete to the best of my knowledge		
9.1	Name of Director or other authorized individual	
9.2	Title	
9.3	Date	